22nd Oct, 2023

To Jane,

Manager  
Bamba Co  
1 Bamba Dr  
NB, NJ, 12345

Dear Ms Smith,

I hope this message finds you well. I am writing to inform you of our Annual Christmas Party 2023, which will take place on 25th December, 2023 at The Hyatt. We are excited to have you at this event.

As we gather to celebrate the joyous holiday season, we have some exciting activities and surprises in store for you! Our Christmas party promises to be a memorable event filled with laughter, delicious food, and plenty of holiday cheer.  
  
Don't forget to wear your favorite festive attire, and we encourage you to bring your holiday spirit. Whether it's sharing your favorite holiday story, participating in our annual gift exchange, or simply enjoying the company of friends and colleagues, this event is all about spreading joy and building lasting memories.  
  
We also have a special visit from Santa Claus scheduled for the little ones, so be sure to bring your children along for an unforgettable experience.  
  
Please RSVP by 1st December, 2023 so that we can make the necessary arrangements to ensure everyone has a fantastic time. If you have any special dietary requirements or preferences, please let us know in advance.  
  
We look forward to celebrating the holiday season with you and your loved ones. See you at the Christmas party!

We look forward to your participation and hope to see you there.

Sincerely,

Anurag  
CEO  
Bamba Co  
abamba@bamba.com